

USE PERMIT APPLICATION

VETERANS' MEMORIAL BUILDING 649 San Benito Street, Hollister, CA 95023 ☎ 831 630 5118 巻 831 636 4399

APPLICANT INFORMATION

Name:	ORGANIZATION:						
Email:							
Phone							
Stitis a non-profit organization? No Yes Hyes, non-profit # is:				Emai	1:		
St this a non-profit organization? No Yes No G (Guests; Adults; Youth Will Food be served? Yes No Will Alcohol be sold? Yes No Adults; Youth Will Food be served? Yes No Will Alcohol be sold? Yes No Adults; Youth Will Alcohol be served? Yes No Will Alcohol be sold? Yes No Adults; Will Food be served? Yes No Adults; Will Alcohol be sold? Yes No Adults; Will Alcohol be sold? Yes No Adults; Will Food be served? Yes No Adults; Will Alcohol be sold? Yes No Adults; Will Food be served? Yes No Adults; Will Alcohol be sold? Yes No Adults; Will Food be served? Yes No Adults; Will Alcohol be sold? Yes No Adults; Will Food be served? Yes No Adults; Will Alcohol be sold? Yes No Adults; Will Alcoholology Yes Yes No Adults; Will Alcoholology Yes Yes No Adults; Will Alcoholology Yes							
Type of Event							
Type of Event:	Is this a non-profit of	organization? \square No \square	Yes	If yes	s, non-profit # is	<u>:</u>	
Type of Event:			EVENT	'INFORMA	TION		
Will Root be served?	Type of Event:			- No. of Gu	iests <u>:</u>	_Adults:	Youth
Admission Charge? Date From To # of Hours REQUESTED DATE: Date From To # of Hours Set-Up and Prepare* ACTUAL EVENT Bar Service closes at 11pm / Music must stop at 11: 45pm / All guests must leave before midnight / Cleanup 12am-1am "If you want to use the Hall the dav before for deliveries, decor, or rehearsal, there is a minimum of 3 hours rental period." REQUESTED ROOM(s): Men Lounge Room 204 Room 218 Kitchen & Bar	Will Food be served	1? □ Yes	s □ No	If yes: \Box	catered-in	□ prepared in 1	Kitchen
REQUESTED DATE: Date							
Set_Up and Prepare*			□ No	Amounts:			
REQUESTED ROOM(s): Combo Pkg. Men Lounge Room 204 Room 218 Kitchen & Bar Main Hall Ladies Lounge Room 204 A Room 218 A Kitchen Only Dining Room Room 105 Room 204 B Room 218 B Courtyard REQUESTED EQUIPMENT: CHAIRS TABLES 18"x 6' 30"x 30" 30"x 6' 30"x 8' Round 6' Lecterns, Easels Screen	Set-Up and Prepare	*					
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Main Hall		, ,	□ Room ?	204	□ Room 218	□Kitck	nen & Bar
Dining Room	_	•					
REQUIRED SECURITY guards are required before opening the doors to the public, and until all guests have left the Building and the security force is dully discharged by the facility coordinator. A copy of the Security Contract must be filed with the Hollister Recreation Division 30 working days prior to the date of the event. **Date Received** **PERMITS AND LICENSES The permittee shall comply with all applicable city, county, state and federal laws, and obtain all permits, business licenses, and notifications required for this event. **Date Received** **INSURANCE** The permittee shall have insurance naming the City of Hollister as an additional insured in the amount of \$1,000,000. If this cannot be provided by permittee's homeowner's or business' insurance, then it may be purchased through the Recreation Division. **ACTIVITIES **PROHIBITED** IN THE VETERANS** MEMORIAL BUILDING:** **Placing of decorations in non-designated areas and/or attaching decorations with nails, pushpins, staples, or tape. **Rearranging furniture without authorization from facility monitor.** **Consumption of Food or Beverages or sale of alcoholic beverages other than in the specifically designated areas.** **Smoking is not allowed anywhere in the facility.** **CLEAN-UP RESPONSIBILITIES** TO BE PERFORNED BY THE USER:** **Remove all equipment, decorations and personal items brought in for the event.** **Dispose of all waste produced by the event into the appropriate trash bin.** **Sweep and mop Kitchen and Bar areas, and clean sinks, counters, and cooking and refrigeration equipment.** **HOLD HARMLESS AGREEMENT** It is an express condition of this Permit that the City of Hollister shall be free from any and all liabilities and claims for damages and/or suits for and by reason of any death(s) or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of Permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon the per		•					•
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Date: Signature:	requested, and to be and to reimburse the	responsible for returni City of Hollister throu	ng the faciliting for the facility of the forfeiture	ties to the Cit	y of Hollister in	the same condi	tion in which received
	Date:	Signatura	gnature:				

FOR OFFICE USE ONLY

CHARGES:		USER CATEGOR	Y: 1. □ 2. □ Date received:		4. □ 5. □ Staffer:		
Application Fee:							
Room Rental:							
Furniture Rental:							
Insurance: Security Deposit							
Total:	·						
		WALK THRO	OUGH BEFOR	E THE	EVENT		
Alternate Conta	ct Person:			Т	'elephones:		
Che	ck floors, walls,	windows, mirrors an	d counters for c	leanline	ss, inside and	outside the bu	ilding.
		Check furn	iture and kitcher	ı equipn	nent.		
Lobbies & halls	□Acceptable	□NOT Acceptable	Reason				
Main Hall	□Acceptable	□NOT Acceptable					
Dinning Room	□Acceptable	□NOT Acceptable					
Furniture	□Acceptable	□NOT Acceptable					
Bathrooms	□Acceptable	□NOT Acceptable					
Kitchen and Bar	-	□NOT Acceptable					
Equipment	□Acceptable	□NOT Acceptable					
Stage	□ Acceptable	□NOT Acceptable					
Lounge Rooms Courtyard	□Acceptable □Acceptable	□NOT Acceptable					
•	-	□NOT Acceptable					
I have inspected Renter	and agreed that a	all the above mention	ed items, other t Date ar		exceptions no	oted, are clean	and undamaged
Renter			Dute an	<u>u rinc</u>			
		DU	RING THE EV	ENT			
						O.L.T.	
		No. of guard					
			Attendar	ice Cou	nt:		
Comments							
ADDITIONAL E	EOUIPMENT ar	nd/or SERVICES RE	OUESTED ANI	PROV	IDED DURI	NG THE EVE	NT·
ADDITIONALI	ZQCII WILIVI di	id, of SERVICES RE-	QUESTED ANI) 1 KO V	IDED DOKI	NO THE EVE	
		WALK THR	OUGH AFTER	THE E	EVENT		
		unters and equipmen				_	
Lobbies & Halls Main Hall	☐ Acceptable	□ NOT Acceptable□ NOT Acceptable					
Dinning Room	☐ Acceptable	□ NOT Acceptable					
Bathrooms	☐ Acceptable	□ NOT Acceptable					
Kitchen and Bar	-	□ NOT Acceptable	Reason				
Stage Stage	☐ Acceptable	□ NOT Acceptable					
Back Stage	☐ Acceptable	□ NOT Acceptable					
Equipment	☐ Acceptable	□ NOT Acceptable	Reason_				
Courtyard	☐ Acceptable	☐ NOT Acceptable					
DAMAGES:							
T.1	.11.411			. C	. 1	1 . 1477 1 .	
_		ntioned areas and acc		-	_	d additional ex	penses listed
-							
Renter			Date &	Time			
After the closing	inspection, there	e were no apparent da	amages or additi	onal exr	penses to be d	educted from t	he renter's securit
deposit.	1,	- FF	J				
=							
City -t-CC				Т:			